

## FINANCIAL AID APPEAL FORM

PLEASE PRINT ALL INFORMATION:

NAME: \_\_\_\_\_ UWG ID# \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: Local: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

UWG email address: \_\_\_\_\_@my.westga.edu

### WHICH SEMESTER ARE YOU REQUESTING YOUR AID BE REINSTATED?

Please check one:    \_\_\_ Fall        \_\_\_ Spring        \_\_\_ Summer

### WHICH SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENT ARE YOU APPEALING?

Please check all that applies:    \_\_\_ 67%        \_\_\_ GPA        \_\_\_ Max Hours

### PLEASE READ and PROVIDE THE FOLLOWING:

If there were extenuating circumstances, such as a death in your immediate family, a personal illness, or injury, or other circumstances beyond your control that affected your ability to meet the academic progress requirements, you can submit a written letter of appeal along with this form plus any supporting documentation such as an obituary, a doctor's excuse, medical bills, etc.

The appeal (plus all requirements mentioned below) must be submitted by 12:00 p.m. (noon) on the second day of drop-add of the term you are requesting aid be reinstated to have a decision prior to the fee payment deadline.

- **You must submit this form along with a specific letter of explanation for your inability to meet UWG's Satisfactory Academic Progress (SAP) standards.**  
<http://www.westga.edu/~finaid/thingstoknow.html#progress>
- **Provide supporting documentation, your appeal may be delayed or denied without it.**
- **Specify what terms the circumstances occurred.**
- **If you are appealing due to max hours, you will need to submit a letter from your advisor that will list the specific courses you will need, and what semester you will take them.**

The Financial Aid committee will decide on your appeal solely on the basis of written information submitted.

It is extremely important that your letter fully describe the extenuating circumstances that prevented you from making satisfactory academic progress as defined by the Financial Aid Satisfactory Academic Progress Standards.

If your appeal or supporting documentation is submitted after the 12:00 p.m. (noon) deadline on the second day of drop/add you will be responsible for paying your own fees before the fee payment deadline until a decision can be made.

**It is the student's responsibility to check on the status of their appeal, if granted you must sign and agree to the stipulations of the appeal before any aid will be credited to your account. You are responsible for making sure your fees are paid before the fee payment deadline each term.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_